

Approved For Release 1999/08/27 : CIA-RDP78-03985A000500040093-7

A. Information about the Suggester:  
[REDACTED], GS-4, Mail & File Clerk, [REDACTED]

25X1A9a

B. Summary of the Suggestion:

25X1A7b

The suggester proposes that multiple use of manila envelopes be effected in order to provide economy in the use of envelopes. If the sender would write the address on the side of the envelopes (as in a chain envelope) instead of in the middle, the envelope can be used many times.

C. Evaluation:

The Logistics Office recommends a nominal award since the subject suggestion has resulted in the initiation of action by that Office designed to re-institute the use of messenger chain envelopes already stocked and available through governmental supply sources. This item formerly was used extensively within the Agency. The logistics office further states that "Savings which may be realized through re-stocking and issuing this item cannot be estimated because of a lack of knowledge of the prevalence of the practice mentioned in subject suggestion. Cost of manila envelopes pertinent to subject suggestion is as follows:

9½ inch by 12 inch plain craft envelope,	\$7.80 per thousand
10 inch by 15 inch plain craft envelope,	\$10.10 per thousand
10 inch by 15 inch printed messenger craft envelope (standard item),	\$11.83 per thousand

In order to obtain information on the prevalence of addressing envelopes through the center and by multiple use, the Secretary contacted the Central Mail Room to obtain information. [REDACTED], Mail Room Supervisor ran a full day's survey on 23 June 1953 which he considered a typical days mail. The results were as follows:

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Chain envelopes transmitted through mail room	59
Assorted manila envelopes	633
White envelopes of miscellaneous sizes	151

[REDACTED] further states that many envelopes contain two items thus effecting considerably the report on the number of envelopes used.

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D. Notes:

Since this suggestion has resulted in the Logistics Office initiation of action to effect savings in the use of manila envelopes, it is recommended that the Committee consider the suggester for an award. In view of the difficulty in estimating the savings, it is believed that the Scale of Awards for Suggestions with Intangible Benefits would be most appropriate in determining any award considered by the Committee.